

APPENDIX A

Documents Received and Reviewed

Office of Risk Management



Documents Received and Reviewed

Executive

2000 & 2001 RIMS Benchmark Surveys	Office of State Inspector General Report (7/28/98)
Reserve/Funding Analysis as of 6/30/2001 (Tillinghast-Towers Perrin)	ORM Strategic Plan for FY 2002-2003 – FY 2006-2007 (6/29/01)
“Cut The Fat” Report (March 20, 2001)	MANAGEWARE V3 (11/99)
Legislative Auditor Reports (4/02/01, 3/7/01, 2/17/98 and 2/19/97)	Customer Service Plan (7-1-98)

Accounting Unit

Accounting Section Procedures	Contracts for Professional Services
Employer Report of Injury/Illness Form	Contract Diary
ORM Risk Exposure Reporting Form	ORM Prior Year Fixed Assets Spreadsheet
Monthly Budget Report	Reimbursement Sheet for Personal Miles
Supply Request Log	Bond Exposure Report
Schedule of Insurance Purchased	Schedule of Earned and Unearned Premiums
Monthly Service Summary Invoice	Corvel – FY 2001 – 2002
Monthly Vehicle Logs	Incident/Accident Investigation Form
Claim Forms	Budget Summary
Budget Request	Continuation Budget Package
Total Request-Summary Package	Executive Budget – FY 2003
Discretionary and Non-discretionary Cost By Activity	Schedule of Professional Services
Detail of Acquisitions Requested	Schedule of Automobile and Trucks
Supplemental Schedule on Automobile and Trucks	Schedule of Major Repairs
Detail of Major Repairs Authorized	List of Accounting Personnel

Administrative Unit

Records Information Management Procedures	ORM Administrative Procedures
Corporate System Security Procedure	Operations Section Policy and Procedures Manual
Corporate Systems — Terminal Security Worksheet	Payables Forecast
Claims Check Worksheet	Log of Checks Printed
Staff Duties and Responsibilities (Internal and Civil Service)	Premium Management System User Manual
Special Reports System User Manual	Supervisor/Adjuster Reporting Module User Manual
Diary/Narrative Functions Module User Manual	Claim File Management Module User Manual
Premium Management System User's Guide	Legal Module Enhancement – Corporate Systems
OnBase Purchasing Justification	Position Control Log

Loss Prevention Unit

LP Organizational Chart	Daily Attendance Record
Anniversary Dates and Birthdays	Parish Codes
ORM Vehicles	Performance Planning and Review Form

Office of Risk Management



Department Audit Schedule	Monthly Management Report Summary
LP Annual Report Summary	Workers' Compensation Accrual Rate Report FY 97 – 98
Workers' Compensation Accrual Rate Report FY 98 – 99	Workers' Compensation Accrual Rate Report FY 99 – 00
Workers' Compensation Accrual Rate Report FY 00 – 01	Workers' Compensation Accrual Rate Report FY 01 – 02
West's Louisiana Statutes Annotated	LP Training Schedule 2002
Next Step Coaching	Driver Safety Training Program
Training Program Evaluation Form	LP Achievements
Underwriting Unit	
Listing of Personnel	Underwriting Statistics – December 2001
Claims Unit	
Memo – Claims Activity for Month of 12/2001	Individual Claims Files
Miscellaneous	
Staff Position Descriptions and Job Duties	Job Series Analyses
DHH – Statewide Workers' Comp Claims for SFY 1999/2000/2001	DHH – Statewide Workers' Comp Claims (Lost Wages Only) for SFY 1999/2000/2001
DHH – Workers' Comp Claims for FY ending 6/30/99 – 6/30/01	